

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**919 SOW INSTRUCTION 36-2201  
10 FEBRUARY 2000**



***Personnel***

***CAREER DEVELOPMENT COURSE (CDC) ORDER SHEET***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 919 MSS/DPMT (SMSgt Karen J. Hendren)  
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Certified by: 919 MSS/CC  
Lt Col Michael B. Black)  
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This instruction establishes the requirement and defines the procedure for use of the 919 SOW Form 1, **Career Development Course (CDC) Order Sheet**, by units assigned to the 919 SOW. It implements the provisions of AFD 36-1, *General Civilian Personnel Provisions and Authorities*. This instruction applies to all unit assigned to the 919th Special Operations Wing.

**SUMMARY OF REVISIONS**

Paragraph one added "(when PC-III is not available)". A ★ indicates revisions from the previous edition.

★1. **USE OF THE 919 SOW FORM 1.** This form will be used by all unit training managers (when PC-III is not available) to order, cancel, request time extensions, and order End of Course Examinations (EOCE) for all mandatory Career Development Courses (CDC). For voluntarily enrolled courses, Specialized and Professional Military Education courses, this form may be used in the manner stated above. Students enrolled in voluntary courses have the responsibility of following the guidance contained in their student handbooks for requesting time extensions, EOCEs, course cancellations, and address changes.

**2. PROCEDURE FOR USE.** Supervisors will inform unit training managers of action to be accomplished. Unit training managers will complete 919 SOW Form 1 accordingly and submit the completed form to 919 MSS/DPMT. DPMT will ensure timely and necessary action is taken on all forms. When DPMT accomplishes the action, 919 SOW Form 1 will be initialed, dated, and returned to unit training managers.

**3. FORMS PRESCRIBED.** 919 SOW Form 1, **Career Development Course (CDC) Order Sheet.**

THOMAS M. STOGSDILL, Colonel, USAFR  
Commander